

COUNTY OF FAIRFAX
DEPARTMENT OF RECREATION & COMMUNITY SERVICES
12011 Government Center Parkway, Suite 1050
Fairfax, Virginia 22035-1115

SCHOOL PROPERTY DAMAGE REPORT

The Department of Recreation & Community Services is responsible for damages that occur during recreation use of school facilities reserved for us; this form must be completed for each incident. Damages during use by other groups not associated with the Recreation Department are not our responsibility, but if you are aware of any such damage, please complete as much of this form as possible so the information may be made available to proper school officials. Please be specific and thorough.

Name of school _____

Date of damage _____ Time of damage _____

Recreation Department responsible: Yes _____ No _____

Individual responsible for damage:

Name _____ Phone _____

Address _____

Witness to damage:

Name _____ Phone _____

Address _____

Description of damage: _____

Location of damage: _____

Explain how damage occurred: _____

If necessary, use reverse side for additional information.

Signature of Custodian on Duty Date

Signature of Recreation Director Date

Distribution of copies: Original - Recreation Department; First Carbon - Head Custodian; Second Carbon - Recreation Center Director